

**OFFICE OF THE ATTORNEY GENERAL  
CRIME VICTIM SERVICES DIVISION**

**Sexual Assault Prevention and Crisis Services (SAPCS)  
Program Grant to a State Sexual Assault Coalition**

**FY 2016-2017 Grant Application Kit**

**REGISTRATION DEADLINE:  
5:00 p.m. CDT Friday, September 11, 2015**

**APPLICATION DEADLINE:  
5:00 p.m. CDT Wednesday, September 16, 2015**

**This Kit contains the following:**

- I. General Instructions**
- II. Definitions**
- III. Specific Instructions for Tabs in Excel Workbook**
- IV. Certifications and Assurances**
- V. Attachments A & B**

***NOTE: Be sure to download the Excel workbook, which is also part of the Application Kit.  
The Excel workbook is a separate electronic file. See additional instructions in this Kit.***

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## **I. GENERAL INSTRUCTIONS**

### **Sexual Assault Prevention and Crisis Services (SAPCS) Program Grant to a State Sexual Assault Coalition**

#### **How to Obtain an Application Kit:**

The Office of the Attorney General (OAG) will post the Application Kit on the OAG's official agency website at <https://www.texasattorneygeneral.gov/cvs/grants-and-contracts>. Updates and other helpful reminders about the application process will also be posted at this location. Potential Applicants are encouraged to refer to this site regularly.

This Application Kit provides the information and forms necessary to prepare an Application for funding through the OAG, Crime Victim Services Division (CVSD) for the SAPCS fiscal year (FY) 2016-2017 Program Grant to a State Sexual Assault Coalition.

- An Applicant may only submit one application for this grant funding opportunity.
- An Applicant must register on-line their intent to apply for this grant opportunity.

#### **Application Submission – Deadline Wednesday, September 16, 2015**

All applicants are required to complete on-line Applicant Registration in order to apply for FY 2016-2017 grants. To register go to: <https://www.texasattorneygeneral.gov/cvs/grants-and-contracts>.

#### **The deadline to register is 5:00 p.m. CDT Friday, September 11, 2015.**

- After registering, applicants will receive a Unique Application Number (UAN).
- The UAN will be used by the OAG to track the receipt of applications and related documents from registered Applicants.

The UAN assigned must be included on all documents submitted to the OAG.

**On-line Registration is required. If registration is not completed by 5:00 pm CDT Friday, September 11, 2015, then an Application will not be considered and is not eligible for funding.**

#### **Application Submission – Deadline Wednesday, September 16, 2015**

**NEW: Hard copy applications will not be accepted. Only email submissions in the manner described will be reviewed.**

The Application consists of an Excel workbook, “Statements Supporting Submission of the Application to the OAG Crime Victim Services Division,” “Resolution of Governing Body,” Job Descriptions for the personnel requested in the budget, and Collaborative Agreements, if applicable.

The Applicant must submit an Application for SAPCS Program Grant to a State Sexual Assault Coalition funding to be received by the OAG no later than 5:00 p.m. CDT on Wednesday,

September 16, 2015 to be considered for funding. **To meet the deadline, the application must be submitted via email ONLY (no hard copies) as follows:**

- One (1) Application including the following:
  - One (1) Excel Workbook in Microsoft Excel format. A Portable Document Format (PDF) of the Excel workbook is not sufficient.
  - The following documents scanned into one\* PDF:
    - “Statements Supporting Submission of the Application to the OAG Crime Victim Services Division” containing original signatures.
    - “Resolution of Governing Body” containing original signatures. (Please note that the Authorized Official must be designated by signature of the governing body. If the Authorized Official is also a member of the governing body, they must be designated by another member’s signature. The Authorized Official cannot sign the Resolution designating the Authorized Official.)
    - Job Description(s) for each position requested on the proposed budget.

\* If the applicant does not have the capability to scan the documents (excluding the Excel Workbook) into one PDF, the OAG will accept these documents as separate PDFs. No Microsoft Word, Joint Photographic Experts Group (JPEG) Image, Tagged Image File Format (TIFF) Image or other documents are acceptable.

- The Application (Excel Workbook and PDF documents) must be sent to the following email address: [grants@texasattorneygeneral.gov](mailto:grants@texasattorneygeneral.gov)
- An auto-reply message will be generated by the OAG for email received at this address. If the Applicant does not receive an auto-reply message, they are strongly encouraged to contact the OAG immediately at (512) 936-1278 to ensure application receipt.

***The OAG accepts no responsibility for delays in submission, electronic or otherwise. Applicants are strongly advised to allow for and anticipate any such delays by submitting the Application as early as possible.***

**For security purposes, the OAG cannot accept Applications submitted in other formats, including walk-in, hand delivery, same day courier service or any other hard copy method of delivery.**

**Proof of submitting a document by email is not proof that the OAG received the information.**

**Please contact the OAG if there are any questions about the method of delivery. The OAG will not consider or fund an Application if it is not filed by the due date, in the manner required.**

### **Required Software and Capabilities**

*Microsoft Excel 97* or newer version is required to complete the Application and apply for a grant. Please note that not all versions of Microsoft Excel are the same. If an error message is received, save as *.xls*, instead of *.xlsx*. *Adobe Reader* is required to access the Application Kit.

*Adobe Reader* can be downloaded for free at [www.adobe.com](http://www.adobe.com). In order to submit the required documents, applicants will need to have the capability to scan documents.

### **Availability of Funds**

The source of funds is through a biennial appropriation by the Texas Legislature. All funding is contingent upon an appropriation to the OAG by the Texas Legislature. The OAG makes no commitment that an Application, once submitted, or a grant, once funded, will receive subsequent funding.

### **Grant Contract Period**

The term of this grant contract is up to two years from September 1, 2015 through August 31, 2017, subject to and contingent on funding and approval by the OAG. If the grant contract period extends for more than one state fiscal year, the grantee may be required to submit additional documentation relating to the second fiscal year of the grant contract period, including an updated budget. The OAG may base its decision for the second fiscal year funding amounts on the grantee's first year performance, including but not limited to: the timeliness and thoroughness of reporting, effective and efficient use of grant funds and the success of the project in meeting its goals.

### **Eligible Applicants**

State Sexual Assault Coalitions – a statewide nonprofit organization that has been identified as a state sexual assault coalition by a state or federal agency authorized to make that designation.

### **Eligible Budget Categories**

- Personnel
- Fringe Benefits
- Professional and Consultant Services
- Travel
- Equipment
- Supplies
- Other Direct Operating Expenses

### **Ineligible Costs**

Ineligible costs include, but are not limited to:

- Payment for overtime, dues, or lobbying
- Purchasing food and beverages except as allowed under Texas State Travel Guidelines
- Purchasing or leasing vehicles
- Purchasing promotional items or recreational activities
- Paying for travel that is unrelated to the direct delivery of services that supports the OAG funded program
- Paying consultants or vendors who participate directly in writing a grant application
- Paying any portion of the salary or any other compensation for an elected government official
- Payment of bad debt, fines or penalties
- Medical costs, such as Sexual Assault Nurse Examiner (SANE) fees or salaries, or items paid for by the CVC fund

- Purchasing any other products or services the OAG identifies as inappropriate or unallowable
- Any unallowable costs set forth in state or federal cost principles

### **Ineligible Activities**

Ineligible activities include, but are not limited to:

- Activities solely for research purposes
- Activities solely for the prosecution of an offender, such as witness coordination, expert witness fees, or prosecutor salaries
- Activities solely for law enforcement purposes, such as investigators or patrol officers
- Probation activities that assist an offender
- Offender-related activities, such as mediation or alcohol/drug abuse counseling
- Activities solely to prevent crime
- **NEW:** Public Awareness Campaigns

### **Funding Levels**

For each fiscal year of the two-year grant term, the following are the minimum and maximum amounts the OAG will reimburse toward the SAPCS Program Grant to a State Sexual Assault Coalition funded by this grant. Applications requesting an amount below the minimum or above the maximum may not be considered. If the application is awarded, the budget may be adjusted by the OAG to fit within the minimum and maximum amounts.

	<b>Minimum Amount</b>	<b>Maximum Amount</b>
<b>FY 2016</b>	\$20,000	\$100,000
<b>FY 2017</b>	\$20,000	\$100,000

### **Match Requirements**

There are no match requirements for the SAPCS Program Grant to a State Sexual Assault Coalition.

### **Volunteer Requirements**

All Applicants are required to use volunteers in some way to support the mission of their organization. If the organization does not currently utilize volunteers, a plan must be described explaining how a volunteer program will be developed and implemented during the grant term.

If the Applicant currently uses volunteers, they must identify the role of a volunteer within the organization and describe program components related to recruitment, retention and training of volunteers.

### **State and Federal Requirements**

All Applicants should review and be familiar with the OAG administrative rules governing the SAPCS Program. These rules are published in 1 Texas Administrative Code, Chapter 62: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=4&ti=1&pt=3&ch=62](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=1&pt=3&ch=62).

In addition to the OAG's administrative rules, Applicants should be familiar with the Uniform Grant Management Standards (UGMS) and relevant Code of Federal Regulations (CFR) that relate to state, and if applicable, federal grant funding.

- UGMS can be found at: <http://gov.texas.gov/files/state-grants/UGMS062004.doc>  
(Please note: The Texas Comptroller's office is currently working on revising UGMS. The release of the revised version may occur on or after this application kit has been released.)
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200 can be found at: <http://www.ecfr.gov>

### **Contact Information**

Assistance with technical questions about the Application Kit is available via:

- Email: [grants@texasattorneygeneral.gov](mailto:grants@texasattorneygeneral.gov)
- Phone: (512) 936-1278

Email is the preferred method for submitting questions. Each person submitting a question should include their name, the name of the organization, an email address, a phone number and if applicable, the Unique Application Number. Please note that OAG staff cannot assist with writing Applications.

### **Purpose Areas**

The purpose of these grant funds is to work on a statewide level in Texas to improve services to survivors.

An Application requesting funding to focus only on certain geographic areas of the state, specific populations or any other limited purpose will not be funded.

### **Review Process**

- The OAG will review each complete Application filed by the deadline by an eligible Applicant.
- At any time during the review process, an OAG staff member may contact the Applicant for additional information.
- All areas of the budget are subject to review and approval by the OAG. Decisions related to the budget are based on both eligibility and reasonableness.

### **Scoring**

The OAG will make funding decisions that support the efficient and effective use of public funds. Scoring components may include, but are not limited to: information provided by the applicant on the organization's capacity, infrastructure, current knowledge, efforts, expertise and experience, and on the proposed project activities and budget.

### **Grant Decisions**

During the grant review and award process, the OAG may take into consideration other factors including whether the applicant has demonstrated acceptable past performance as a grantee in areas related to programmatic and financial stewardship of grant funds.

The OAG may choose to award a grant contract from a different OAG funding source than that for which the Applicant applied.

The OAG is not obligated to award a grant at the total amount requested and/or within the budget categories requested. The OAG reserves the right to make awards at amounts above and/or below the stated funding levels.

All grant decisions including, but not limited to, eligibility, evaluation and review, and funding rest completely within the discretionary authority of the OAG. The decisions made by the OAG are final and are not subject to appeal.

### **Funding Priority**

The OAG reserves the right to consider all other appropriations or funding an Applicant currently receives when making funding decisions. The OAG may give priority to Applicants that do not receive other sources of funding, including funding that originates from the OAG.

### **Grant Award Notification**

The Applicant shall be notified in writing of the OAG's decision regarding a grant award.

The OAG may utilize a grant contract document and/or a notice of grant document once a decision is made to award a grant. The Applicant will be given a deadline to accept the grant award and to return the appropriate document to the OAG within the time prescribed by the OAG. An Applicant's failure to return the signed document to the OAG within the prescribed time period will be construed as a rejection of the grant award, and the OAG may de-obligate funds.

### **Special Conditions**

The OAG may assign special conditions at the time of the award. Until satisfied, these special conditions may affect the Applicant's ability to receive funds. If special conditions are not resolved, the OAG may de-obligate up to the entire amount of the grant award.

### **Reporting Requirements**

If an Application is funded, grantees will be required to report to the OAG in the manner and schedule as determined by the OAG. If Reports are not submitted by the established dates, this may affect the Applicant's ability to receive reimbursement requests. Reporting on grant project activities, such as outputs and outcomes via quarterly Performance Reports will be required.

### **Method of Payment**

OAG grants are paid on a cost-reimbursement basis.



## **II. DEFINITIONS**

**Advertising Costs** - the cost of advertising media and corollary administrative costs. Advertising media include magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer transmittals and the like. Most advertising costs are unallowable for grant purposes and are only allowable if related to and necessary for performance of the grant, i.e., recruitment of personnel, procurement of goods and services or disposal of surplus materials necessary to meet the requirements of the grant project.

**Equipment** - an article of non-expendable, tangible personal property having a useful life of more than one (1) year and a per unit acquisition cost which equals the lesser of the capitalization level established by the grantee for financial statement purposes or \$5,000.

**Employee** - a person under the direction and supervision of the organization, who is on the payroll of the organization and for whom the organization is required to pay applicable income withholding taxes.

**Fiscal Year** – Texas state fiscal year, beginning on September 1<sup>st</sup> and ending on August 31<sup>st</sup>.

**Fringe Benefits** - fringe benefits compensation or other benefits provided by the employer to the employee at no charge that is above and beyond salary or wages. Examples include health plans, life insurance, and employer's portion of payroll tax.

**Mileage** – per mile cost when traveling by car.

**Other Direct Operating Expenses (ODOE)** - costs not included in other budget categories and which are directly related to the day-to-day operation of the grant program. Other direct operating expenses include, but are not limited to, conference registration, rent, utilities, janitorial supplies, liability insurance, and communication.

**Per Diem** – a meal expense incurred on an overnight stay in which the grantee travels outside of his or her designated headquarters.

**Personnel** - employees of this organization that will be funded by this grant. See "Employee".

**Professional and Consultant Services** - service for which the grantee uses an outside source for necessary support. Professional and Consultant Services include, but are not limited to, tax services, accounting services, counseling, legal services, and computer support.

**Promotional Items** – articles of merchandise that are branded with the name or logo of an organization and used in marketing and communication programs. They are usually given away to promote an organization or event. Most promotional items are unallowable costs for grant purposes and are only allowable if the item is predominately informational and/or instructional in nature and thus the purpose is to provide a public service.

**Resolution of Governing Body** - a formal written statement of an official body that is the governing authority of an agency.

**Salary** – the total compensation earned by the employee without regard to funding source.

**Special Conditions** - placed on a grant because of a need for information, clarification, or submission of an outstanding requirement of the grant that may result in a financial hold being placed on the OAG grant program. Special conditions may be placed on a grant at anytime with or without notice.

**Supplies** – consumable items directly related to the day to day operation of the grant program. Allowable items include, but are not limited to, office supplies, paper, postage, and education resource materials.

**Volunteer** – a person who contributes a service without pay.

### **III. Specific Instructions for Tabs in Excel Workbook**

**For all Tabs, answer the questions only in the space provided. Only answers that appear in the specific text box will be read or scored. Do not write answers beyond the space provided or attach additional pages; they will not be read or scored.**

If a message appears when the Excel workbook is opened stating that “Macros in this workbook are disabled...” the Applicant should select “OK”.

Each time a new tab is selected, make sure to scroll up to the top as well as across the Tab to ensure all cells are viewed.

In order to cut and paste text into a cell, it may be necessary to double click the cursor into the cell, rather than simply selecting the cell.

**Not all questions on this Application have instructions listed below, these are to clarify and provide specific information where necessary. Be sure to answer every question in the Excel document.**

#### **TAB A – NARRATIVE QUESTIONS**

##### **2. Eligibility Questions to 6. Budget Narrative**

All responses must fit in the text boxes provided when the Application is printed. Any information that does not appear in the text box will not be reviewed or scored. It is highly recommended that you write your response on a separate document, then cut and paste into the Excel document. If you are uncertain whether a response fits in the space provided, use the “print preview” function of your computer or print out the responsive page to confirm.

#### **TAB B – BUDGET CALCULATION**

##### **7. PERSONNEL AND FRINGE BENEFITS**

Each Applicant is limited to no more than six positions. One employee per position on the grant is allowed. Multiple employees per position is unallowable. Job sharing can be identified by listing the position on the budget separately as many times as necessary to include all employees who share the job. Please note: Separating positions due to job sharing is included in the six position maximum. Any hours over forty (40) hours is unallowable by this grant.

- For each position the Applicant should list the number of hours scheduled to work per week. Next, fill in the number of hours each week that will be spent on Prevention of Sexual Violence/Outreach/Technical Assistance, and Administration hours charged to this grant. The number of hours scheduled to work on this grant auto-fills.
- Priority positions should be listed first. Staff Position/Title #1 is highest priority and Staff Position/Title # 6 is lowest priority.
- For each fiscal year and each position, also provide the following information:
  - Annual salary
  - Total salary requested for this position on this grant

- Annual fringe benefits amount for the position
  - Amount of fringe benefits requested from this grant
  - If the “Fringe Funding %” column appears in red, the fringe requested must be adjusted to be less than or equal to the percentage of salary being requested for this position.
  - The Justification section for each position must include the method used to calculate fringe benefits for each position.
- The personnel budget category must include salaries of employees only and not compensation for independent contractors. “Employee” is defined as a person under the direction and supervision of the grantee, who is on the payroll of the grantee and for whom the grantee is required to pay applicable withholding taxes; or a person who will be on the grantee’s payroll and for whom the grantee will pay applicable income withholding taxes once the grant is awarded.
  - Salaries for grant funded positions must be reasonable and comply with the grantee’s salary classification schedule. The grantee must maintain documentation supporting that the salary is commensurate with that paid in the geographical area for positions with similar duties and qualifications.
  - Each position listed must have a job description. Job descriptions must be submitted with the Application. Job descriptions must reflect activities that relate to the project’s goals and must be appropriately proportionate to the time spent on the SAPCS-State grant. Job Descriptions must include a breakdown of activities by time for activities funded by the grant.
  - Grant funds may be used to pay fringe benefits of an employee only if grant funds are also being used to pay for the salary of the same employee.
  - An organization must provide grant funded personnel the same fringe benefits provided to all other non-grant funded personnel, and it should be offered/covered in the organization’s written policies regardless of whether the costs for fringe benefits are paid through the specific OAG grant.
  - Fringe benefits must comply with the organization’s personnel policies regarding fringe benefits.
  - Grantees must agree to comply with the Uniform Grant Management Standards (UGMS), Texas Administrative Code (TAC), 2 C.F.R. 200 titled Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

### **7.1 FY 2016 Position Narrative**

Provide a justification for each position in Section 7.1 Position Narrative. This should include how each position supports the goal of the grant.

### **7.2 FY 2017 Position Narrative**

Provide a justification for each position in Section 7.2 Position Narrative. This should include how each position supports the goal of the grant.

## **8. Professional and Consultant Services**

- “Professional and Consultant Services” is defined as service for which the grantee uses an outside source for necessary support. Professional and Consultant Services include, but are

not limited to, tax services, accounting services, counseling, legal services, and computer support.

- This category is appropriate when contracting with an individual or organization to provide professional services (e.g., training, expert consultant, etc.) for a fee but not as an employee of the grantee organization.
- Any contract or agreement entered into by a grantee that obligates grant funds must be in writing and consistent with Texas contract law.
- Grantees must maintain adequate documentation supporting budget items for a contractor's time, services, travel expenses and rates of compensation. Grantees must establish a contract administration and monitoring system to regularly and consistently ensure that contract deliverables are provided as specified in the contract.
- Grant funds may not be used to pay for any professional and consultant service for a person or vendor who participated directly in writing a grant application.

### **8.1 FY 2016 Professional and Consultant Services Narrative**

Provide a justification for each item. This should include how it supports the goal of the grant.

### **8.2 FY 2017 Professional and Consultant Services Narrative**

Provide a justification for each item. This should include how it supports the goal of the grant.

## **9. Travel**

- Grant funds requested in the travel category should be for grant related travel performed by grant funded staff and volunteers assigned to the grant only.
- Travel must relate directly to the delivery of services that supports the program funded by the OAG grant.
- Travel expenses must be reasonable and necessary. Lodging, mileage, car rental, and airfare may be reimbursed according to the Texas State Travel Guidelines, unless a grantee's travel policy provides for a lesser reimbursement. The reimbursement rate for these expenses can be found in the Texas State Travel Guidelines at:  
<https://fm.xcpa.state.tx.us/fmx/travel/texttravel/index.php>
- For this grant, per diem is limited to \$36 per day for overnight travel unless a grantee's travel policy provides for a lesser reimbursement. Per diem is unallowable for non-overnight travel for this grant.
- Hotel tax should be included under the Misc./Hotel Tax line.
- If mileage is to be paid, provide the number of miles and the cost per mile, not to exceed the Texas State Travel Guidelines, in the justification under 9.1 FY 2016 Travel Narrative and/or 9.2 FY 2017 Travel Narrative.
- Grant funds may be used to pay for out-of-state travel with prior approval from your Grant Manager.
- Do not include conference registration fees in the travel budget category. Conference registration fees should be listed in the "Other Direct Operating Expenses" budget category.

### **9.1 FY 2016 Travel Narrative**

Provide a justification describing the travel grant funded persons will perform. This should include the location to be traveled to, the number of trips planned, the title of the grant funded persons who will be making the trips, and how the travel supports the goal of the grant.

### **9.2 FY 2017 Travel Narrative**

Provide a justification describing the travel staff members will perform. This should include the travel location, the number of trips planned, the title of the grant funded persons who will be making the trips, and how the travel supports the goal of the grant.

## **10. Equipment**

- “Equipment” is defined as an article of non-expendable, tangible personal property having a useful life of more than one (1) year and a per unit acquisition cost which equals the lesser of the capitalization level established by the grantee for financial statement purposes or \$5,000.
- A grantee may use equipment paid for with OAG funds only for grant-related purposes.
- Computers, regardless of cost, should be included under equipment.
- Each Applicant is required to have access to a computer in order to perform data collection and reporting to the OAG. If the Applicant does not currently have a computer, then one may be budgeted as part of this grant or secured through other means.
- Do not include maintenance or rental fees for equipment in the equipment budget category. Equipment maintenance or rental fees should be listed in the “Other Direct Operating Expenses” budget category.
- Enter the percent of the total cost you want to allocate to this grant project in the % column of the Equipment Chart.

### **10.1 FY 2016 Equipment Narrative**

Provide a justification for each item. This should include the title of the grant funded persons who will be using each piece of equipment and how the use supports the goal of the grant.

### **10.2 FY 2017 Equipment Narrative**

Provide a justification for each item. This should include the title of the grant funded persons who will be using each piece of equipment and how the use supports the goal of the grant.

## **11. Supplies**

- “Supplies” is defined as consumable items directly related to the day to day operation of the grant program. Allowable items include, but are not limited to, office supplies, paper, postage, and education resource materials.
- The OAG will not approve funds for the purchase of program promotional items or recreational activities.
- Costs for supplies should be allocated for the grant funded persons listed on this Application.
- Enter the percent of the total cost you want to allocate to this grant project in the column “% Requested by this OAG Grant”.

### **11.1 FY 2016 Supplies Narrative**

Provide a justification for each item. This should include how it supports the goal of the grant.

## 11.2 FY 2017 Supplies Narrative

Provide a justification for each item. This should include how it supports the goal of the grant.

## 12. Other Direct Operating Expenses

- "Other Direct Operating Expenses" is defined as those costs not included in other budget categories and which are directly related to the day to day operation of the grant program. Examples: Utilities, rent, insurance, security fees, or maintenance fees.
- Registration fees for conferences and other training sessions should be included in this category.
- Funds may not be used to purchase food and beverages.
- Enter the percent of the total cost you want to allocate to this grant project in the column "% Requested by this OAG Grant".

## 12.1 FY 2016 Other Direct Operating Expenses Narrative

Provide a justification for each item. This should include how it supports the goal of the grant.

## 12.2 FY 2017 Other Direct Operating Expenses Narrative

Provide a justification for each item. This should include how it supports the goal of the grant.

## ODOE and Cost Allocation

Grantees often share program expenses with more than one funding source. Below are four allowable allocation methods and examples to determine the allocation of expenses to the appropriate funding source.

- Other Direct Operating Expenses that benefit more than one grant should be allocated proportionately to the benefit or service received. The method used to allocate cost should be a reasonable and measurable means of distributing the cost to those grants, and consistently applied for the specific type of cost.
- It is acceptable to use different allocation methods for different types of ODOE expense, as long as the allocation method is applied consistently for those expenses.
- Four common and acceptable allocation methods for ODOE expenses are: (1) funding, (2) full-time equivalents (FTE), (3) square footage, and (4) direct use. Allowable methods related to specific costs are shown in the table below. This chart is an example of using different allocation methods for specific costs.

**ALLOWABLE ALLOCATION METHODS**

Cost Type	Square			
	Funding	FTE	Footage	Direct Use
Copiers	x	x		x
Data Line	x	x		
Equip Maint.	x	x		
Janitorial	x	x	x	
Postage	x	x		x
Printing	x	x		x
Rent	x	x	x	
Telephones	x	x		
Utilities	x	x	x	

The following are descriptions and examples of the acceptable methods:

(1) Funding Source Based: The proportion of expense borne by each funding source is allocated based on the proportion of funding provided.

<b>Funding Source Based Example</b>	
Total Operating Budget of Grantee A	\$ 475,000
OAG Grant Funds	\$ 75,000
75,000 divided by 475,000 = 0.16	
OAG Grant portion of the expense = 16%	
<b>The OAG Grant could not be charged more than 16% of the allowable ODOE costs.</b>	

(2) Full-time equivalents (FTE) Based: FTE is the numerical representation of full and part-time work activities. A person working full-time represents 1.00 FTE; a person working half-time represents 0.50 FTE.

Steps to calculate the annual number of FTE's:

1. Determine the total number of hours worked for all employees.
2. Divide that number by 2080 to arrive at the overall total number of FTE's.
3. To obtain the number of FTE's charged to the grant, determine the total number of hours to be directly charged to the grant and divide by 2080.
4. To obtain percentage of the grant FTE's, divide the FTE total for the grant by the total of FTE's of the organization calculated in step 2.
5. This calculation will provide the percentage of ODOE cost that could be allocated to the grant.

<b>FTE Based Example</b>	
<b>Annual FTE Calculation</b>	20,800 total hours charged for all staff (based on time sheets or payroll records)
	20,800 / 2080 = 10 FTE's overall
	5,600 staff hours charged to grant A (based on time sheets or payroll records)
	5,600 / 2080 = 2.7 FTE's charged to that grant A
	2.7 (FTE charged to grant A) / 10 (FTE's overall) = .27 (27%)
	27% x ODOE expense = amount to be allocated to grant A

(3) Square Footage Based: This is calculated by measuring the square footage to get the allocation percentage for direct use and common area. For example:

Direct Use is defined as an area occupied by funded grant staff under this contract.



Common Area is defined as an area shared by all employees of the entity.

Total Sq. Footage = 1250; Rent = \$1200 per month;  $\$1200 / 1250 = \$0.96$  per sq ft

Suite 1 (Program A) $10 \times 13.8 = 138$ sq ft	Suite 2 (Program B) $10 \times 13.8 = 138$ sq ft
Suite 3 (Program C) $10 \times 13.8 = 138$ sq ft	Suite 4 (Program D) $10 \times 13.8 = 138$ sq ft
Conf. Rm (Common Area) $22 \times 15 = 330$ sq ft	Rest Rm 1 (Common Area) $6 \times 8 = 48$ sq ft
Break Area (Common Area) $8 \times 8 = 64$ sq ft	Storage Rm (Common Area) $8 \times 8 = 64$ sq ft
Hallway (Common Area) $48 \times 4 = 192$ sq ft	

Program A (Direct Use)	$138 \text{ sq ft} \times .96 = \$132.48$
Program B (Direct Use)	$138 \text{ sq ft} \times .96 = \$132.48$
Program C (Direct Use)	$138 \text{ sq ft} \times .96 = \$132.48$
Program D (Direct Use)	$138 \text{ sq ft} \times .96 = \$132.48$
Common Area (Allocable ODOE Expense)	$698 \text{ sq ft} \times .96 = \$670.08$

#### Steps to Calculate Square Footage

1. Calculate the total square footage and divide by the monthly rent to get the cost per square foot.
2. Multiply the direct use square footage by the cost per square foot. This gives you the direct use cost.
3. Add the total square feet of all the direct use areas (Program A+ Program B + Program C+ Program D) = Program ABCD direct use ( $138 + 138 + 138 + 138 = 552$ )
4. Divide each direct use space by the total direct use to obtain % to distribute Common Area cost ( Program A is  $138 / 552 = 25\%$  )
5. Multiply this percentage by the cost of the common area to obtain the additional cost for each program common areas. (Program A =  $25\% \times \text{Common Area cost of } \$670.08 = \$167.52$ )
6. Program A is allocated the \$132.48 based on direct use and \$167.52 for the proportionate common area. Program A allocation for rent based on square footage is  $\$132.48 + \$167.52 = \$300.00$ . *Repeat for Program B, Program C and Program D.*

(4) Direct Use Based: This is used when the ODOE cost can be directly charged to a grant by using meter readings, copy counts, etc.

## **IV. OAG Certifications and Assurances**

### **A. THE UNIFORM GRANT MANAGEMENT STANDARDS (“UGMS”), PART III, SECTION .14; PROMULGATED BY THE OFFICE OF THE GOVERNOR, STATE OF TEXAS.**

#### **THE OAG HAS ADOPTED THOSE ASSURANCES AS APPLICABLE TO ALL RECIPIENTS OF SAPCS - STATE.**

The Applicant agrees to:

- (1) Comply with Texas Government Code, Chapter 573, Vernon’s 1994, by ensuring that no officer, employee, or member of the applicant’s governing body or of the applicant’s contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two (2) years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
- (2) Comply, as applicable, with Texas Government Code, Chapter 552, (“Texas Public Information Act”) which requires the public information that is collected, assembled or maintained by the applicant relative to a project to be available to the public during normal business hours.
- (3) Comply with Texas Government Code, Chapter 551, (“Texas Open Meetings Act”) which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.
- (4) Comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
- (5) If Applicant is a health and human services agency or public safety or law enforcement agency, it may not contract with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
- (6) If Applicant is a law enforcement agency regulated by Texas Government Code, Chapter 415, it must be in compliance with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Chapter 415, Texas Government Code or must provide the OAG with a certification from the Texas Commission on Law Enforcement Officer Standards and Education that the agency is in the process of achieving compliance with such rules.
- (7) Agrees that when incorporated into a grant award or contract, these standard assurances become terms or conditions for receipt of grant funds and that the Applicant shall maintain an appropriate contract administration system to insure that all terms, conditions, and specifications are met.

(8) Comply with the Texas Family Code, Section 261.101 which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Applicant shall also ensure that all program personnel are properly trained and aware of this requirement.

(9) Comply with all federal statutes relating to nondiscrimination. These include, but are not limited to, the following: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. ' ' 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. ' 794), which prohibits discrimination on the basis of handicaps and the Americans With Disabilities Act of 1990; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. ' ' 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) ' ' 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. ' 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

(10) Comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. ' ' 276a to 276a-7), the Copeland Act (40 U.S.C. ' ' 276c and 18 U.S.C. ' ' 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. ' ' 327-333), regarding labor standards for federally assisted construction sub-agreements.

(11) Comply, as applicable, with the requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P. L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

(12) Comply with the provisions of the Hatch Political Activity Act (5 U.S.C. ' 7321-29) which limit the political activity of employees whose principal employment activities are funded in whole or in part with Federal funds.

(13) Comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act and the Intergovernmental Personnel Act of 1970, as applicable.

(14) Insure, as applicable, that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protections Agency=s (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of

the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA, (EO 11738).

(15) Comply, as applicable, with the flood insurance purchase requirements of 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234. Section 102 (a) requires the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition proposed for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.

(16) Comply, applicable, with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. ' ' 1451 et seq.); (f) conformity of federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. ' 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

(17) Comply, as applicable, with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. ' ' 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

(18) Comply, as applicable, in assisting the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. ' 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. ' 469a-1 et seq.).

(19) Comply, as applicable, with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

(20) Comply, as applicable, with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. ' ' 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residential structures.

(21) Comply, as applicable, with Public Law 103-277, also known as the Pro-Children Act of 1994 (Act), which prohibits smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

(22) Comply, as applicable, with all federal tax laws and are solely responsible for filing all required state and federal tax forms.

(23) Comply, as applicable, with all applicable requirements of all other federal and state laws, executive orders, regulations and policies governing this program.

(24) Certifies, as a signatory party to the grant contract, that it is not debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.

(25) Comply, by adopting and implementing the applicable provisions of the model HIV/AIDS work place guidelines of the Texas Department of Health as required by the Texas Health and Safety Code, Ann., Sec. 85.001, et seq.

## **B. Other Certifications and Assurances**

### **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM CERTIFICATION**

The Applicant certifies that if it is required to file an Equal Employment Opportunity Plan (EEO), the Applicant will do so in compliance with the applicable federal requirements.

### **DISCLOSURE AND CERTIFICATION REGARDING LOBBYING**

The Applicant certifies:

1. No federal/state appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress or the Texas Legislature, or an employee of a member of Congress or the Texas Legislature in connection with the awarding of any federal/state contract, the making of any federal/state grant, the making of any federal/state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal/state contract, grant, loan, or cooperative agreement; and

2. If any non-federal/state funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress or the Texas Legislature, an officer or employee of Congress or the Texas Legislature, or an employee of a member of Congress or the Texas Legislature in connection with this federal/state contract, grant, loan, or cooperative agreement, the undersigned shall contact the CVSD of the OAG for the "Disclosure Form to Report Lobbying."

### **NON-PROCUREMENT DEBARMENT CERTIFICATION**

The Applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

If Applicant is unable to certify to any of the statements in this Non-procurement Debarment certification, the Applicant shall attach an explanation. Funding is contingent upon OAG review of this explanation.

#### **DRUG-FREE WORKPLACE CERTIFICATION**

The Applicant certifies that it will provide a drug-free workplace by:

- A. Publishing a statement notifying employees/assignees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing a drug-free awareness program to inform employees/assignees about:
  - 1. The dangers of drug abuse in the workplace;
  - 2. The applicant's policy of maintaining a drug-free workplace;
  - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - 4. The penalties that may be imposed upon employees/assignees for drug abuse violations.
- C. Making it a requirement that each employee/assignee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A).
- D. Notifying the employee/assignee in the statement required by paragraph (A) that, as a condition employment/assignment under the grant, the employees/assignee will:
  - 1. Abide by the terms of the statement, and
  - 2. Notify the applicant agency and CVSD, of the OAG of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
- E. Notifying the agency within ten days after receiving notice under subparagraph (D) (2) from an employee/assignee or otherwise receiving actual notice of such conviction.
- F. Taking one of the following actions with respect to any employee/assignee so convicted:
  - 1. Taking appropriate personnel action with respect to any employee/assignee so convicted;
  - 2. Requiring such employee/assignee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- G. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (A), (B), (C), (D), (E), and (F).

### **ANNUAL SINGLE AUDIT CERTIFICATION**

The Applicant certifies to the best of their knowledge and belief that one of the following applicable requirements will be met:

1. The Applicant currently expends \$750,000 or more, in combined federal funds during the fiscal year; and, therefore, is required to submit an annual single audit by an independent auditor made in accordance with the Single Audit Act Amendments of 1996 and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200.
2. The Applicant currently expends \$750,000 or more in combined state funds during the fiscal year; and, therefore, is required to submit an annual Single Audit by an independent auditor made in accordance with the Uniform Grant Management Standards (UGMS).
3. The Applicant currently expends less than \$750,000 in either federal or state funds during the fiscal year; and therefore is exempt from the Single Audit Act and cannot charge audit costs to an OAG grant. Applicant agrees that the OAG may require a limited scope audit as defined in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200.

If this application is for funds in excess of \$25,000, the Applicant certifies the following:

By submission of this proposal, that neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or state agency.

If the Applicant is unable to certify the above statements, the Applicant has attached an explanation to this application.

### **COMPLIANCE WITH ANNUAL INDEPENDENT FINANCIAL AUDIT FILING REQUIREMENT**

The Applicant assures that it will file an Annual Independent Financial Audit of the complete program and/or organization and management letter of the audit findings within nine months of the end of the fiscal year of the agency. An annual independent financial audit is a requirement for this OAG grant. The audit will meet Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200 and Uniform Grant Management Standards (UGMS) requirements. Additionally, the annual independent financial audit will meet GAGAS standards in the event a Single Audit is not required.

### **COMPLIANCE WITH UGMS AND THE APPLICABLE OMB CIRCULARS**

The Applicant assures that it will follow the guidelines in the Uniform Grant Management Standards (UGMS). Both governmental entities as well as non-profit entities are required to follow UGMS guidelines.

The Applicant assures compliance with all federal/state statutes, regulations, policies, guidelines and requirements, including, but not limited to, UGMS as well as Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200 titled Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

#### **RETURN OF GRANT FUNDS IN THE EVENT OF LOSS OR MISUSE**

The Applicant agrees that in the event of loss or misuse of the grant funds, the Applicant assures that the funds will be returned to the OAG in full.

#### **CONFLICT OF INTEREST**

The Applicant assures that there is no conflict of interest that would preclude it from filing the Application or providing the services under this grant. By submitting this Application, Applicant affirms that it has neither given, nor intends to give, at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, at any time during the procurement process or in connection with this grant application, except as allowed under relevant state and federal law. The Applicant further agrees that it will establish safeguards to prohibit its employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain. The Applicant shall operate with complete independence and objectivity without actual, potential, or apparent conflict of interest with respect to the activities conducted under this grant.

Without diminishing the provisions of the prior paragraph, the Applicant assures that as a grantee, grantee personnel, members of a grantee board or governing body, or other persons affiliated with the grant project shall not participate in any proceeding or action where grant funds personally benefit, directly or indirectly, the individuals or their relatives. For the purposes of this provision, “relatives” means persons related to the individual within the third degree by consanguinity or within the second degree by affinity, as determined by Chapter 573 of the Government Code. Grant personnel and officials must avoid any action that results in or creates the appearance of using their official positions for private gain; giving preferential treatment to any person; losing independent judgment or impartiality; making an official decision outside of official channels; or adversely affecting the confidence of the public in the integrity of the program or the OAG.

#### **AUTHORITY TO FILE APPLICATION**

The Applicant has the authority or will receive the appropriate authority by the Applicant’s governing body to file the Application, including the authority to agree to the assurances and certifications contained herein.



## **V. Required Documents for Submission of Application**

**The Excel Workbook (Must be submitted in Excel format).**

### **“STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION TO OAG CRIME VICTIM SERVICES DIVISION”**

- It must be signed by the Authorized Official (or designated Authorized Official) and submitted at the time the Application is submitted to the OAG.
- Applications that are received by the OAG without this document will not be considered or funded by the OAG.

### **“RESOLUTION OF GOVERNING BODY”**

- It must be signed and submitted at the time the Application is submitted to the OAG, unless the timing of the Application due date and requirements of the Open Meeting Act or other requirements prevents the governing body from reviewing and approving the Resolution, then it may be submitted to the OAG at a later date. (Please note that the Authorized Official must be designated by signature of the governing body. If the Authorized Official is also a member of the governing body, they must be designated by another member’s signature. The Authorized Official cannot sign the Resolution designating the Authorized Official.)

**Note:** The “Statements Supporting Submission of the Application to OAG Crime Victim Services Division” and “Resolution of Governing Body” listed above can be found at the end of this Application Kit.

**Job Descriptions** are required for each position requested in the proposed budget.

- Job descriptions must be submitted with the Application. Missing job descriptions may impact the Applicant’s funding.
- Job description titles should match the titles of the positions on the proposed budget.
- The Applicant should mark each page of the submitted job descriptions with the name of the Applicant and the Unique Application Number, if applicable.

**IF POSSIBLE, THE APPLICANT SHOULD SUBMIT “STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION TO THE OAG CRIME VICTIM SERVICES DIVISION,” “RESOLUTION OF GOVERNING BODY,” JOB DESCRIPTIONS AND COLLABORATION AGREEMENTS TOGETHER IN ONE PDF DOCUMENT. IF THE APPLICANT DOES NOT HAVE THE CAPABILITY TO SCAN THESE DOCUMENT TOGETHER AS ONE PDF, APPLICANTS MAY SUBMIT THEM AS SEPARATE PDF DOCUMENTS.**

# STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION TO THE

## OAG CRIME VICTIM SERVICES DIVISION— REQUIRED

REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 5:00 P.M CDT WEDNESDAY,  
SEPTEMBER 16, 2015, OR THE APPLICATION WILL NOT BE CONSIDERED.

**INSTRUCTIONS:** Initial each numbered line and submit this signed required document with the Application.

**LEGAL NAME OF APPLICANT:** \_\_\_\_\_

**UNIQUE APPLICATION NUMBER:** \_\_\_\_\_

**1. \_\_\_\_\_ THIS APPLICATION IS FOR:**

SAPCS Program Grant to a State Sexual Assault Coalition.

**2. \_\_\_\_\_ TRUE AND CORRECT INFORMATION.** The undersigned certifies that the information contained in this Application is true and correct to the best of his or her knowledge.

**3. \_\_\_\_\_ OAG CERTIFICATIONS AND ASSURANCES.** The undersigned has read and understands the Certifications and Assurances contained in the Application Kit.

**4. \_\_\_\_\_ DEADLINES AND SUBMISSION OF APPLICATION.** The undersigned understands that the deadline for submission is 5:00 p.m. CDT Wednesday, September 16, 2015 and that to meet the deadline, the Applicant must submit electronic (email) documents as required in the Application Kit. The undersigned further acknowledges that:

- It is the Applicant's responsibility to submit the Application to the OAG in the specified manner and by the specified date and time
- Applications submitted in other formats will not be accepted
- The OAG accepts no responsibility for delays in electronic submission delivery
- Late Applications will not be considered under any circumstance
- Proof of sending a document by email or other means is not proof that the OAG received the information

**5. \_\_\_\_\_ JOB DESCRIPTIONS FOR EACH REQUESTED POSITION.** The undersigned understands that the most recent job description for each position requested in the proposed budget must be submitted with the Application. Missing job descriptions may impact the Applicant's score.

**6. \_\_\_\_\_ RESOLUTION OF GOVERNING BODY.** The undersigned states it is either submitting the Resolution of Applicant's governing body with this Application or will submit one at a later date as established by the OAG. If the timing of the Application due date and requirements of the Open Meetings Act or other requirements prevents the governing body from reviewing and approving the Resolution, then it may be submitted to the OAG at a later date.

\_\_\_\_\_  
Authorized Official Signature/Title

\_\_\_\_\_  
Authorized Official Printed Name

\_\_\_\_\_  
Date

***(SAMPLE FORM OF RESOLUTION OF GOVERNING BODY)***

**RESOLUTION OF GOVERNING BODY—REQUIRED**

**REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 5:00 P.M. CDT WEDNESDAY, SEPTEMBER 16, 2015. IF THE TIMING OF THE APPLICATION DUE DATE AND REQUIREMENTS OF THE OPEN MEETINGS ACT OR OTHER REQUIREMENTS PREVENTS THE GOVERNING BODY FROM REVIEWING AND APPROVING THE RESOLUTION, THEN IT MAY BE SUBMITTED TO THE OAG AFTER THE DUE DATE.**

**LEGAL NAME OF APPLICANT:** \_\_\_\_\_

**UNIQUE APPLICATION NUMBER (if applicable):** \_\_\_\_\_

***Be it known as follows:***

**WHEREAS**, the \_\_\_\_\_, [Name of Applicant] has applied or wishes to apply to the Office of the Attorney General, (OAG) Crime Victim Services Division for the following grant program:

SAPCS Program Grant to a State Sexual Assault Coalition

**WHEREAS**, the \_\_\_\_\_, [Name of Governing Body of Applicant, such as City Council, County Commissioners' Court or Board of Directors], has considered and supports the Application filed or to be filed with the OAG;

**WHEREAS**, the \_\_\_\_\_, [Name of Applicant] has designated or wishes to designate the following individual as the “Authorized Official” who is given or has been given the power to apply for, accept, reject, alter, or terminate that certain grant with the OAG, Crime Victim Services Division as well as given the authority to sign all grant adjustment requests, inventory reports, progress reports and financial reports or any other official documents related to the grant on behalf of the grantee:

Name of Person Designated as “Authorized Official”: \_\_\_\_\_

Position Title: \_\_\_\_\_

**NOW THEREFORE, BE IT RESOLVED** that this governing body approves the submission of the Application to the OAG, Crime Victim Services Division as well as the designation of the Authorized Official.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date